

Section 13 - REPORTS

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13 REPORTS

Overview:

This section will list and describe reports that are available in the Travel Management System

▲ Reference Report Processing Menu:

- List of agency numbers
- List of regions
- List of organization numbers
- List of object codes
- List of reporting categories
- List of sub object codes
- List of divisions
- List of activity codes

▲ Print a reference report

▲ Create travel authorization and expense file list

▲ Create a check history file list

▲ Create employee/vendor file list by name

▲ Create employee/vendor file list by agency and name

▲ Create bank account and sub account balances report

▲ Create aged outstanding travel advances report

▲ Create mileage report by agency and individual by fiscal year

▲ Create a mileage report by agency and individual for specific dates

▲ Create a mileage report by agency, division, and region

▲ Create a payroll payables report by agency

▲ Create a budget report by agency and object

▲ Create travel authorizations without travel expense report

▲ Create expense summary report by home agency and orgn

- ▲ Create expense summary report by agency and orgn
- ▲ Create expense summary report by agency and object
- ▲ Create expense summary report by agency, rptg, and object
- ▲ Create expense summary report by agency, orgn, and object
- ▲ Create expense summary report by agency, orgn, and individual
- ▲ Create other expense summary by agency and individual
- ▲ Create expense summary report of expense vouchers by agency, orgn, and object
- ▲ Create expense summary report for check requests by agency, orgn, and object
- ▲ Create a travel expense agency vs employee agency report
- ▲ Create a voided/canceled checks agency report
- ▲ Create a check history replacement check list report
- ▲ Create a travel authorization report with new TA# from region conversion
- ▲ Create an available TA# for fiscal year report
- ▲ Create a travel special meals report by agency report
- ▲ Create an important process tracking screen list
- ▲ Create an important process tracking report
- ▲ Purge important process tracking records

******* To print reports in landscape orientation, copy the LAND009.FNT file to the directory where your agency's data files are stored (this file can be found in the directory where the program files are located). *******

[illegible]

The Reports Section is used to request various system reports, most of which may be requested with global or specific selection criteria.

All screen prints shown in the Reports Section, will be displayed with the system default settings.

***** Be careful when selecting options for each report. If the selection criteria are left unchanged, the report may be very long and not produce the results expected. *****

13.1 Reference Report Processing Main Menu

JB	Office of Statewide Information Systems	Wednesday 00/00/0000
+-----+ <div style="text-align: center;"><i>Reference Report Processing Main Menu</i></div> +-----+		
1. Agency List 2. Region List 3. Orgn List 4. Object List 5. Rptg List 6. Sub Object List 7. Division List 8. Activity List		
Menu Selection ____		
+-----+		
Escape=Return Enter=Send		

13.1.1 Agency List

Purpose This report list of all agency numbers that have been set up in TMS at your department (prints in landscape orientation).

Cross Reference Reference & Set Up Section - 3

This report lists the following information for each ISIS agency number:

<u>Report Fields</u>	<u>Field Description</u>
(Agency) TYPE	Agency type code to which the agency code reports. Agency Type is used for 1099 reporting and Lien/Levy aggregation in AFS.
Name & Address	Agency name and mailing address.
Contact	Lists the contact person(s) for that agency.
Phone	Lists the phone number of the contact person.
Submitting Unit	Not currently used.

13.1.2 Region List

Purpose This report list of all region numbers that have been set up in TMS at your department (prints in portrait orientation).

Cross Reference Reference & Set Up Processing - Section 3

This report lists the following information for each Region:

<u>Report Fields</u>	<u>Field Description</u>
Region	Agency specific area for processing and capturing information in the system.
Description	Lists the name assigned by the agency to the region.

13.1.3 Orgn List

Purpose This report list of all ISIS organizations that have been set up in TMS at your department (prints in portrait orientation). You have the option of printing the address associated with each organization.

Cross Reference Reference & Set Up Processing - Section 3

This report lists the following information for each organization:

<u>Report Fields</u>	<u>Field Description</u>
Agency	Agency number associated with the organization.
Orgn code	Lists the organization code.
Description	Lists the description for each organization.
Appropriation Region	Lists the region for the organization.

13.1.4 Object List

Purpose This report list of all object codes that have been set up in TMS at your department (prints in portrait orientation).

Cross Reference Reference & Set Up Processing - Section 3

This report lists the following information for each Object Code:

<u>Report Fields</u>	<u>Field Description</u>
Object Code	Lists each object code in ISIS an expense may be charged to in the budget.
Account Type	This field designates the Object Code as an expense or revenue. <i>Currently only two account types are being used: 22 = Expenditures/Expenses, 31 = Revenues</i>
Description	Lists the description of each object code.

13.1.5 Rptg List

Purpose This report list of all reporting categories that have been set up in TMS at your department (prints in portrait orientation).

Cross Reference Reference & Set Up Processing - Section 3

This report lists the following information for each Reporting Category:

<u>Report Fields</u>	<u>Field Description</u>
Agency	Lists the agency this reporting category rolls up to.
Rptg Code	Lists the code for each reporting category.
Description	Lists the description of each reporting category.

13.1.6 Sub Object List

Purpose This report list of all Sub Objects that have been set up in TMS at your department (prints in portrait orientation).

Cross Reference Reference & Set Up Processing - Section 3

This report lists the following information for each Sub Object:

<u>Report Fields</u>	<u>Field Description</u>
Sub Object	Lists the code for each sub object.
Description	Lists the description of each sub object.

13.1.7 Division List

Purpose This report list of all Divisions that have been set up in TMS at your department (prints in portrait orientation).

Cross Reference Reference & Set Up Processing - Section 3

This report lists the following information for each Division:

<u>Report Fields</u>	<u>Field Description</u>
Division	Lists the code for each division.
Description	Lists the description of each division.

13.1.8 Activity List

Purpose This report list of all Activity codes that have been set up in TMS at your department (prints in portrait orientation).

Cross Reference Reference & Set Up Processing - Section 3

This report lists the following information for each Activity code:

<u>Report Fields</u>	<u>Field Description</u>
Agency	Lists the ISIS agency number.
ACTY Code	Lists the code for each activity.
Description	Lists the description of each activity code.

How To:**➔ *Print a Reference Report***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **1 - Reference Report Processing Main Menu** and press **Enter**.
3. Enter **Menu Selection** Options **1-8** and press **Enter**.
4. Verify printer and press **F3 - Report** to generate report.
5. Press **F9 - Stop Print** or **F10 - Continue Print** if necessary.

Helpful Hint

- ✓ *The information in each of these reports can also be viewed or maintained in Reference & Set Up Processing, see Section 3. These reports can be printed at any printer port set up in your System Default Maintenance, see Section 3-2.*

13.2 Travel Authorization and Expense File List

MASTER	Office of Statewide Information Systems	Monday	00/00/0000
+-----+ <i>Travel Auth & Exp File List</i> +-----+			
Selection Criteria			
Region: <u>AL</u>			
Agency: <u>ALL</u>			
Date of Request: <u>01/01/91</u> To <u>12/31/99</u>			
Eff Date: <u>01/01/91</u> To <u>12/31/99</u>			
Printer: <u>1</u>			
Please put WIDE (132 Column) Paper in Printer & Make Ready			
+-----+			
Escape=Return F3=Report		F9=Stop Print F10=Continue Print	
There is no field beyond here			

Purpose This report lists each travel authorization, and the corresponding travel expense(s), that meets the selection criteria (prints in portrait orientation).

This report will list the following data:

Name	SSN
Title/Address	Phone

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4
Travel Processing - Section 5

<u>Field</u>	<u>Size</u>	<u>Description</u>
Region	2	Unprotected. Optional. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Optional. Limits report to a specific agency, unless enter option <i>All</i> .
Date of Request	6	Unprotected. Optional. Designates the date the request for the TA or TE was made. Enter the dates for the time period to include in the report. Date format is MM/DD/YY.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Eff Date	6	Unprotected. Designates the beginning and ending dates of the travel period. Enter the dates for the travel period to include in the report. Date format is MM/DD/YY.
Printer	1	Unprotected. Designates the which printer is selected to print this report.

How To:**➔ *Create a Travel Authorization and Expense File List***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **2 - Travel Auth & Exp File List** and press **Enter**.
3. Enter **Region**.
4. Enter **Agency**.
5. Enter **Date of Request From** and **To Date - mm/dd/yy**.
6. Enter **Eff Date From** and **To Date - mm/dd/yy**.
7. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
8. Change **paper in printer** if necessary.
9. Press **F3 - Report**.
10. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
11. Enter **Y or N**.
12. If **Y** - Extraction Process will begin.
13. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.3 Check History File List

MASTER	Office of Statewide Information Systems	Monday	00/00/0000
-----+----- <i>Check History File List</i> -----+-----			
Bank Account: <u>00/00000</u> To: <u>99/99999</u>			
Check Date: <u>12/07/98</u> To: <u>12/31/99</u>			
Check No.: <u> 0 </u> To: <u>9999999</u>			
Type: <u> </u> Recon Status: <u> </u>			
Printer: <u> 1 </u>			
Please put WIDE (132 Column) paper in Printer & make ready			
-----+-----			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report provides a detail list of transactions from the check history file that meets the selection criteria (prints in portrait orientation).

This report will list the following data:

Bank account	Check Number
Date	Voucher/TA Number
Type	Amount
SSN/FEIN	Recon Status
Name of (Payee)	

A totals page is also generated with totals for each type of check or transaction and separate totals for transactions at each recon status.

Cross Reference Reference & Set Up Processing - Section 3
Check History Processing - Section 10

<u>Field</u>	<u>Size</u>	<u>Description</u>
Bank Account	7	Unprotected. Designates the bank account numbers to include in the report. Enter the smallest account number first then the largest account number to include in the report.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Check No.	7	Unprotected. Designates the actual date the check was written. Enter the earliest date first then the latest date to include in the report.
Type	1	Unprotected. Designates a specific check type to include in report, if you do not want all types to be included.
Recon Status	1	Unprotected. Designates a specific bank reconciliation status to include in the report, if you do not want all to be included.
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create a Check History File List***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **3 - Check History File List** and press **Enter**.
3. Enter **Bank Account # From** and **To #**.
4. Enter **Check Date From** and **To Date - mm/dd/yy**.
5. Enter **Check No. From** and **To Check No**.
6. Enter **Type** (optional) and **Recon Status** (optional).
7. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
8. Change **paper in printer** if necessary.
9. Press **F3 - Report**.
10. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
11. Enter **Y or N**.
12. If **Y** - Extraction Process will begin.
13. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If only one bank account is to be included in the report, be sure to enter that specific bank account number in both bank account fields.
- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.
- ✓ This report can be used to print out a report of outstanding checks for a particular month.

13.4 Employee/Vendor File List By Name

MASTER	Office of Statewide Information Systems	Monday	00/00/0000
-----+-----			
<i>Print Employee Report By Name</i>			
-----+-----			
Printer: <u>1</u> 1099 Employees Only: <u>N</u> Agency: <u>ALL</u> Region: <u>AL</u> Div: <u>ALL</u> Status: <u>X</u> (X=All, A=Active, I=Inactive) No Address Only: <u>N</u> (Y/N) Please put WIDE (132 Column) paper in Printer & make ready			
-----+-----			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report provides a alphabetic list of names in the employee/vendor file that meets the selection criteria (prints in portrait orientation). There is also an option to print the list without addresses (**No Address Only** field = Y).

This report will list the following data for the selected employees/vendors:

Name	Cost Center
SSN/FEIN	Status
Title	Region
Address (if selected)	Division
Phone number	1099 Flag
Agency Number	

Cross Reference Reference & Set Up Processing - Section 3
 SSN & FEIN Maintenance - Section 4

<u>Field</u>	<u>Size</u>	<u>Description</u>
Printer	1	Unprotected. Designates which printer is selected to print this report.
1099 Employees Only	1	Unprotected. Limits report to employees/vendors with 1099 status only, if enter option <i>Y</i> =yes. If want report to include all employees, enter option <i>N</i> =no.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Div	3	Unprotected. Limits report to a specific division, unless enter option <i>ALL</i> .
Status	1	Unprotected. Limits report to a specific employee status, <i>X=All</i> , <i>A=Active</i> , <i>I=Inactive</i> .
No Address Only	1	Unprotected. Excludes addresses on report, if enter option <i>Y=yes</i> . If want report to include addresses, enter option <i>N=no</i> .

How To:**➔ *Create an Employee/Vendor File List By Name***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **4 - Employee File List** and press **Enter**.
3. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
4. Enter **Y or N - 1099 Employees Only**.
5. Enter **Agency**.
6. Enter **Region**.
7. Enter **Div**.
8. Enter **Status** - **X=all, A=active, I=inactive**.
9. Enter **Y or N - No Address Only**.
10. Change **paper in printer** if necessary.
11. Press **F3 - Report**.
12. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
13. Enter **Y or N**.
14. If **Y** - Extraction Process will begin.
15. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.5 Employee/Vendor File List By Agency/Name

MASTER	Office of Statewide Information Systems	Monday	00/00/0000
+-----+ <div style="text-align: center;"><i>Print Employee Report By Agency / Name</i></div> +-----+			
Printer: <u>1</u> Region: <u>AL</u> Status: <u>X</u> (X=All, A=Active, I=Inactive)			
Please put WIDE (132 Column) paper in Printer & make ready			
+-----+ <div> Escape=Return F3=Report F9=Stop Print F10=Continue Print </div> +-----+			

Purpose This report provides an alphabetic list of names, *by agency*, that meets the selection criteria (prints in portrait orientation).

This report will list the following data for the selected employees/vendors:

Name	Address
SSN/FEIN	Phone Number
Title	

Cross Reference Reference & Set Up Processing - Section 3
 SSN & FEIN Maintenance - Section 4

<u>Field</u>	<u>Size</u>	<u>Description</u>
Printer	1	Unprotected. Designates which printer is selected to print this report.
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Status	1	Unprotected. Limits report to a specific employee status, <i>X=All, A=Active, I=Inactive</i> .

How To:**➔ *Create Employee/Vendor File List By Agency and Name***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **5 - Employee File List by Agency / Name** and press **Enter**.
3. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
4. Enter **Region**.
5. Enter **Status** - **X=all**, **A=active**, **I=inactive**.
6. Change **paper in printer** if necessary.
7. Press **F3 - Report**.
8. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
9. Enter **Y or N**.
10. If **Y** - Extraction Process will begin.
11. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.6 Bank Account/Sub Account Balances

MASTER	Office of Statewide Information Systems	Monday	00/00/0000
+-----+ <i>Print Bank Balances</i> +-----+			
Printer: <u>1</u>			
Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape=Return F3=Report		F9=Stop Print F10=Continue Print	

Purpose This report provides a list of bank accounts and sub accounts with their current TMS balances (prints in landscape orientation).

This report will list the following data:

Bank Account Number	Clearing Agency Number
Sub Bank Account Number	Organization Number
Name of Account	Object Number
Balance	Reporting Number
Vendor Number	Sub Object Number
SSN/FEIN	Reimbursement

Cross Reference Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Bank Account/Sub Account Balances Report***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **6 - Bank Account / Sub Account Balances** and press **Enter**.
3. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
4. Change **paper in printer** if necessary.
5. Press **F3 - Report**.
6. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
7. Enter **Y or N**.
8. If **Y** - Extraction Process will begin.
9. Verify Message "**Print Finished**".

13.7 Aged Outstanding Travel Advances

MASTER	Office of Statewide Information Systems	Monday	00/00/0000
+-----+ <i>Aged Outstanding Travel Advances</i> +-----+			
Printer: <u>1</u> Region: <u>AL</u>			
Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape=Return F3=Report		F9=Stop Print F10=Continue Print	

Purpose This report provides a list of aged accounts receivable of all outstanding travel advances (prints in landscape orientation).

This report will list the following data for the selected region(s):

SSN/FEIN	Name
30 Days	60 Days
90 Days	Over 90 Days
TA Number	Check Date

This report will list totals by agency and a grand total.

Cross Reference Travel Processing - Section 5

<u>Field</u>	<u>Size</u>	<u>Description</u>
Printer	1	Unprotected. Designates which printer is selected to print this report.
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .

How To:**➔ *Create an Aged Outstanding Travel Advances Report***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **7 - Aged Outstanding Travel Advances** and press **Enter**.
3. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
4. Enter **Region**.
5. Change **paper in printer** if necessary.
6. Press **F3 - Report**.
7. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
8. Enter **Y or N**.
9. If **Y** - Extraction Process will begin.
10. Verify Message "**Print Finished**".

13.8 Mileage Report By Agency / Individual Fiscal Year

MASTER	Office of Statewide Information Systems	Monday	00/00/0000
+-----+ Milage Report By Agency / Individual Fiscal Year +-----+			
Fiscal Year: <u>AL</u> Detail/Summary: <u>S</u> (D=Detail/S=Summary)			
Region: <u>AL</u>			
Agency: <u>ALL</u>			
Miles From: _____ To: <u>99,999</u> (Only works on Summary)			
Printer: <u>1</u>			
Please put NARROW (80 Column) paper in Printer & make ready			
+-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report provides a detail list of miles traveled by an individual within an agency (prints in portrait orientation).

This report will list the following data:

SSN/FEIN	Name
Miles Traveled	

This report will list totals by agency and fiscal year.

Cross Reference Reference & Set Up Processing - Section 3
Travel Processing - Section 5

<u>Field</u>	<u>Size</u>	<u>Description</u>
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Detail/Summary	1	Unprotected. Limits report to a <i>S=Summary</i> , unless enter option <i>D=Detail</i> .
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i>
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .

<u>Field</u>	<u>Size</u>	<u>Description</u>
Miles From	5	Unprotected. Designates the mileage amount to include in report. Enter the smallest mileage amount first then the largest amount to include in the report.
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create a Mileage Report By Agency and Individual By Fiscal Year***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **8 - Mileage Report By Agency / Individual Fiscal Year** and press **Enter**.
3. Enter **Fiscal Year**.
4. Enter **D or S** for Detail/Summary.
5. Enter **Region**.
6. Enter **Agency**.
7. Enter **Miles From** and **Miles To**, if summarizing.
8. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
9. Change **paper in printer** if necessary.
10. Press **F3 - Report**.
11. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
12. Enter **Y or N**.
13. If **Y** - Extraction Process will begin.
14. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.9 Mileage Report By Agency / Individual From - To

MASTER	Office of Statewide Information Systems	Monday	00/00/0000
+-----+ Milage Report By Agency / Individual From - To +-----+			
Date From: <u>00/00/00</u> To: <u>99/99/99</u> Det/Sum: <u>S</u> (D=Detail/S=Summary)			
Region: <u>AL</u>			
Agency: <u>ALL</u>			
Miles From: _____ To: <u>99,999</u> (Only works on Summary)			
Printer: <u>1</u>			
Please put NARROW (80 Column) paper in Printer & make ready			
+-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report provides a detail list of miles traveled by an individual within an agency (prints in portrait orientation).

This report will list the following data:

SSN/FEIN	Name
Miles Traveled	TA Number

This report list totals by name, agency, and a grand total.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4
Travel Processing - Section 5

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date From	6	Unprotected. Designates the date the expense for the mileage was incurred. Enter the dates for the time period to include in the report. Date format is MM/DD/YY.
Det/Sum	1	Unprotected. Limits report to a <i>S=Summary</i> , unless enter option <i>D=Detail</i> .

<u>Field</u>	<u>Size</u>	<u>Description</u>
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Miles From	5	Unprotected. Designates the mileage amount to include in report. Enter the smallest mileage amount first then the largest amount to include in the report.
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create a Mileage Report By Agency and Individual For Specific Dates***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **9 - Mileage Report By Agency / Individual From - To** and press **Enter**.
3. Enter **Date From** and **Date To - mm/dd/yy**.
4. Enter **D or S** for Det/Sum.
5. Enter **Region**.
6. Enter **Agency**.
7. Enter **Miles From** and **Miles To**, if summarizing.
8. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
9. Change **paper in printer** if necessary.
10. Press **F3 - Report**.
11. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
12. Enter **Y or N**.
13. If **Y** - Extraction Process will begin.
14. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.10 Mileage Report By Agency / Division / Region

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ <div style="text-align: center;">Milage Report By Agency / Division / Region</div> +-----+			
Fiscal Year: <u>AL</u>			
From Date: <u>00/00/00</u> To: <u>99/99/99</u>			
Region: <u>AL</u>			
Agency: <u>ALL</u>			
Printer: <u>1</u>			
Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report provides a summary of miles traveled by division and region within an agency code (prints in landscape orientation). This is the report that is submitted to the Office of Risk Management.

This report will list the following data:

Division	Division Name
Region Number	Region Name
Mile Traveled	

This report will list totals by region, division, agency, fiscal year, and a grand total.

Cross Reference Reference & Set Up Processing - Section 3
Travel Processing - Section 5

<u>Field</u>	<u>Size</u>	<u>Description</u>
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
From Date	6	Unprotected. Designates the date the expense for the mileage was incurred. Enter the dates for the time period to include in the report. Date format is MM/DD/YY.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create a Mileage Report By Agency, Division, and Region***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **10 - Mileage Report By Agency / Division / Region** and press **Enter**.
3. Enter **Fiscal Year**.
4. Enter **From Date** and **To Date - mm/dd/yy**.
5. Enter **Region**.
6. Enter **Agency**.
7. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
8. Change **paper in printer** if necessary.
9. Press **F3 - Report**.
10. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
11. Enter **Y or N**.
12. If **Y** - Extraction Process will begin.
13. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.11 Payroll Payables By Agency

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
<i>Payroll Payables By Agency</i>			
Region: <u>AL</u> Agency: <u>ALL</u> Period: <u>00/00</u> To: <u>99/99</u> Printer: <u>1</u>			
Please put WIDE (132 Column) paper in Printer & make ready			
Escape=Return F3=Report		F9=Stop Print F10=Continue Print	

Purpose This report provides a list all all individuals from whom a payroll payable has been received for the period requested (prints in portrait orientation).

This report will list the following data:

SSN/FEIN	Name
Check Number	Amount
Period (MM/YY)	Transaction Date
Bank Account	Payee SSN
Payee Name	

This report will list totals by agency and a grand total.

Cross Reference Special Processing - Section 12
 Special Check Request - Section 6
 Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Period	4	Unprotected. Designates the month and year the premium coverage was paid. Enter the dates fro the time period to include in the report. Date format is MM/YY.
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create a Payroll Payables Report By Agency***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **11 - Payroll Payables By Agency** and press **Enter**.
3. Enter **Region**.
4. Enter **Agency**.
5. Enter **Period From Date** and **To Date - mm/yy**.
6. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
7. Change **paper in printer** if necessary.
8. Press **F3 - Report**.
9. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
10. Enter **Y or N**.
11. If **Y** - Extraction Process will begin.
12. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.12 Budget Report By Agency / Object

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ <i>Budget Report By Agency / Object</i> +-----+			
Fiscal Year: <u>AL</u>			
Agency: <u>ALL</u>			
Printer: <u>1</u>			
Please put WIDE (80 Column) paper in Printer & make ready			
+-----+			
Escape=Return F3=Report		F9=Stop Print F10=Continue Print	

Purpose This report provides a list of all budget records within an agency (prints in portrait orientation).

This report will list the following data:

Object Number	Description
Budget Amount	Expended Amount
Encumbered Amount	Remaining Amount

This report will list totals by agency per object, agency with all objects, agency for fiscal year, and grand totals.

Cross Reference Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create a Budget Report By Agency and Object***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **12 - Budget Report By Agency / Object** and press **Enter**.
3. Enter **Fiscal Year**.
4. Enter **Agency**.
5. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
6. Change **paper in printer** if necessary.
7. Press **F3 - Report**.
8. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
9. Enter **Y or N**.
10. If **Y** - Extraction Process will begin.
11. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.
- ✓ This report will not yield any data if you agency has not set up their budget. See the Reference & Set Up Processing Section 3.

13.13 Travel Auth Without Travel Expense Report

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ <i>Travel Auth Without Travel Expense Report</i> +-----+			
Fiscal Year: <u>AL</u>			
Region: <u>AL</u>			
Agency: <u>ALL</u>			
Printer: <u>1</u>			
Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape=Return F3=Report		F9=Stop Print F10=Continue Print	

Purpose This report provides a list of all travel authorizations that do not have travel expense reports (print is landscape orientation).

This report will list the following data:

Name	SSN/FEIN
TA Number	Date of Request
Begin Effective Date	Ending Effective Date
Advance Amount	Encumbered Amount
Type of TA	

Cross Reference Travel Processing - Section 5
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Travel Authorizations Without Travel Expense Report***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **13 - Travel Auth Without Travel Expense Report** and press **Enter**.
3. Enter **Fiscal Year**.
4. Enter **Region**.
5. Enter **Agency**.
6. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
7. Change **paper in printer** if necessary.
8. Press **F3 - Report**.
9. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
10. Enter **Y or N**.
11. If **Y** - Extraction Process will begin.
12. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.14 Expense Summary Report Processing Menu

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ Expense Summary Report Processing Main Menu +-----+			
1. Expense Summary By Home Agency / Orgn			
2. Expense Summary By Agency / Orgn			
3. Expense Summary By Agency / Object			
4. Expense Summary By Agency / Rptg / Object			
5. Expense Summary By Agency / Orgn / Object			
6. Expense Summary By Agency / Orgn / Individual			
8. Other Expense Summary By Agency / Individual			
10. Expense Summary For Expense Voucher By Agency / Orgn / Object			
11. Expense Summary For Check Request By Agency / Orgn / Object			
Menu Selection ____			
+-----+			
Escape =Return Enter =Send			

This menu is used to select reports which list all travel and other related expenses, expense vouchers, and special check requests.

13.14.1 Expense Summary By Home Agency / Orgn

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ Expense Summary Report By Home Agency / Orgn +-----+			
From Date: <u>00/00/0000</u> Thru: <u>99/99/9999</u> Fiscal Year: <u>00</u> Detail/Summary: <u>S</u> (D=Detail, S=Summary) In/Out State: <u>A</u> (I=In State, O=Out of State, A=All) Region: <u>AL</u> Agency: <u>ALL</u> Orgn: <u>ALL</u> Printer: <u>1</u> Please put WIDE (132 Column) paper in Printer & make ready +-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report list travel expenses by organization code for expenses paid by the employees' home agency (prints in landscape orientation).

This report will list the following data:

Orgn	TA Number
Date	Name of Payee
Miles Traveled	Auto Expense
Airfare Expense	Other Amount
Lodging Expense	Meals Expense
Parking Expense	Tips Expense
Other Expenses	Total Expenses
Advance Amount	Reimbursement Amount

This report will list totals separately for in state travel and out of state travel by orgn and agency, and grand totals.

Cross Travel Processing - Section 5
Reference Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
From Date	8	Unprotected. Designates the transaction date of the travel expense. Enter the dates for the time period to include in the report. Date format is MM/DD/YYYY.
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Detail/Summary	1	Unprotected. Limits report to a <i>S=Summary</i> , unless enter option <i>D=Detail</i> .
In/Out State	1	Unprotected. Limits report to <i>I=In State</i> or <i>O=Out of State</i> , unless enter option <i>A=ALL</i> .
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Orgn	3	Unprotected. Limits report to a specific orgn, unless enter option <i>A=ALL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Expense Summary Report By Home Agency and Orgn***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **15 - Expense Summary Processing Menu** and press **Enter**.
3. Enter Menu Selection **1 - Expense Summary By Home Agency / Orgn** and press **Enter**.
4. Enter **From Date** and **Thru Date - mm/dd/yyyy**.
5. Enter **Fiscal Year**.
6. Enter **D or S** for Detail/Summary.
7. Enter **I, O, or A** for In/Out State or All.
8. Enter **Region**.
9. Enter **Agency**.
10. Enter **Orgn**.
11. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
12. Change **paper in printer** if necessary.
13. Press **F3 - Report**.
14. Verify Message **"Validation okay - Report - Selection Criteria ok? Y/N"**.
15. Enter **Y or N**.
16. If **Y** - Extraction Process will begin.
17. Verify Message **"Print Finished"**.

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.14.2 Expense Summary By Agency / Orgn

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ Expense Summary Report By Agency / Orgn +-----+			
From Date: <u>00/00/0000</u> Thru: <u>99/99/9999</u> Fiscal Year: <u>00</u> Detail/Summary: <u>S</u> (D=Detail, S=Summary) In/Out State: <u>A</u> (I=In State, O=Out of State, A=All) Region: <u>AL</u> Agency: <u>ALL</u> Orgn: <u>ALL</u> Printer: <u>1</u> Please put WIDE (132 Column) paper in Printer & make ready +-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report list all travel expenses by organization code (prints in landscape orientation).

This report will list the following data:

Orgn	TA Number
Date	Name of Payee
Miles Traveled	Auto Expense
Airfare Expense	Other Amount
Lodging Expense	Meals Expense
Parking Expense	Tips Expense
Other Expenses	Total Expenses
Advance Amount	Reimbursement Amount

This report will list totals separately for in state and out of state travel by orgn, agency, and grand totals.

Cross Travel Processing - Section 5
Reference Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
From Date	8	Unprotected. Designates the transaction date of the travel expense. Enter the dates for the time period to include in the report. Date format is MM/DD/YYYY.
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Detail/Summary	1	Unprotected. Limits report to a <i>S=Summary</i> , unless enter option <i>D=Detail</i> .
In/Out State	1	Unprotected. Limits report to <i>I=In State</i> or <i>O=Out of State</i> , unless enter option <i>A=ALL</i> .
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Orgn	3	Unprotected. Limits report to a specific orgn, unless enter option <i>A=ALL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Expense Summary Report By Agency and Orgn***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **15 - Expense Summary Processing Menu** and press **Enter**.
3. Enter Menu Selection **2 - Expense Summary By Agency / Orgn** and press **Enter**.
4. Enter **From Date** and **Thru Date - mm/dd/yyyy**.
5. Enter **Fiscal Year**.
6. Enter **D or S** for Detail/Summary.
7. Enter **I, O, or A** for In/Out State or All.
8. Enter **Region**.
9. Enter **Agency**.
10. Enter **Orgn**.
11. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
12. Change **paper in printer** if necessary.
13. Press **F3 - Report**.
14. Verify Message **"Validation okay - Report - Selection Criteria ok? Y/N"**.
15. Enter **Y or N**.
16. If **Y** - Extraction Process will begin.
17. Verify Message **"Print Finished"**.

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.14.3 Expense Summary By Agency / Object

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ Expense Summary Report By Agency / Object +-----+			
From Date: <u>00/00/0000</u> Thru: <u>99/99/9999</u> Fiscal Year: <u>00</u> Detail/Summary: <u>S</u> (D=Detail, S=Summary) In/Out State: <u>A</u> (I=In State, O=Out of State, A=All) Region: <u>AL</u> Agency: <u>ALL</u> Object: <u>ALL</u> Printer: <u>1</u> Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report list all travel expenses by object code (prints in landscape orientation).

This report will list the following data:

Object	TA Number
Date	Name of Payee
Miles Traveled	Auto Expense
Airfare Expense	Other Amount
Lodging Expense	Meals Expense
Parking Expense	Tips Expense
Other Expenses	Total Expenses
Advance Amount	Reimbursement Amount

This report will list totals separately for in state and out of state travel by object, agency, and grand totals.

Cross Travel Processing - Section 5
Reference Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
From Date	8	Unprotected. Designates the transaction date of the travel expense. Enter the dates for the time period to include in the report. Date format is MM/DD/YYYY.
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Detail/Summary	1	Unprotected. Limits report to a <i>S=Summary</i> , unless enter option <i>D=Detail</i> .
In/Out State	1	Unprotected. Limits report to <i>I=In State</i> or <i>O=Out of State</i> , unless enter option <i>A=ALL</i> .
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Object	3	Unprotected. Limits report to a specific object, unless enter option <i>A=ALL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Expense Summary Report By Agency and Object***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **15 - Expense Summary Processing Menu** and press **Enter**.
3. Enter Menu Selection **3 - Expense Summary By Agency / Object** and press **Enter**.
4. Enter **From Date** and **Thru Date - mm/dd/yyyy**.
5. Enter **Fiscal Year**.
6. Enter **D or S** for Detail/Summary.
7. Enter **I, O, or A** for In/Out State or All.
8. Enter **Region**.
9. Enter **Agency**.
10. Enter **Object**.
11. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
12. Change **paper in printer** if necessary.
13. Press **F3 - Report**.
14. Verify Message **"Validation okay - Report - Selection Criteria ok? Y/N"**.
15. Enter **Y or N**.
16. If **Y** - Extraction Process will begin.
17. Verify Message **"Print Finished"**.

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.14.4 Expense Summary By Agency / Rptg / Object

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ Expense Summary Report By Agency / Rptg / Object +-----+			
From Date: <u>00/00/0000</u> Thru: <u>99/99/9999</u> Fiscal Year: <u>00</u> Detail/Summary: <u>S</u> (D=Detail, S=Summary) In/Out State: <u>A</u> (I=In State, O=Out of State, A=All) Region: <u>AL</u> Agency: <u>ALL</u> Rptg: <u>ALL</u> Printer: <u>1</u> Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report list all travel expenses by reporting category (prints in landscape orientation).

This report will list the following data:

Reporting	Object
TA Number	Date
Name of Payee	Miles Traveled
Auto Expense	Airfare Expense
Other Amount	Lodging Expense
Meals Expense	Parking Expense
Tips Expense	Other Expenses
Total Expenses	Advance Amount
Reimbursement Amount	

This report will list totals separately for in state and out of state travel by object, rptg, agency, and grand totals.

Cross Travel Processing - Section 5
Reference Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
From Date	8	Unprotected. Designates the transaction date of the travel expense. Enter the dates for the time period to include in the report. Date format is MM/DD/YYYY.
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Detail/Summary	1	Unprotected. Limits report to a <i>S=Summary</i> , unless enter option <i>D=Detail</i> .
In/Out State	1	Unprotected. Limits report to <i>I=In State</i> or <i>O=Out of State</i> , unless enter option <i>A=ALL</i> .
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Rptg	3	Unprotected. Limits report to a specific rptg, unless enter option <i>A=ALL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Expense Summary Report By Agency, Reporting, and Object***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **15 - Expense Summary Processing Menu** and press **Enter**.
3. Enter Menu Selection **4 - Expense Summary By Agency / Rptg / Object** and press **Enter**.
4. Enter **From Date** and **Thru Date - mm/dd/yyyy**.
5. Enter **Fiscal Year**.
6. Enter **D or S** for Detail/Summary.
7. Enter **I, O, or A** for In/Out State or All.
8. Enter **Region**.
9. Enter **Agency**.
10. Enter **Rptg**.
11. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
12. Change **paper in printer** if necessary.
13. Press **F3 - Report**.
14. Verify Message **"Validation okay - Report - Selection Criteria ok? Y/N"**.
15. Enter **Y or N**.
16. If **Y** - Extraction Process will begin.
17. Verify Message **"Print Finished"**.

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.14.5 Expense Summary By Agency / Orgn / Object

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ Expense Summary Report By Agency / Orgn / Object +-----+			
From Date: <u>00/00/0000</u> Thru: <u>99/99/9999</u> Fiscal Year: <u>00</u> Detail/Summary: <u>S</u> (D=Detail, S=Summary) In/Out State: <u>A</u> (I=In State, O=Out of State, A=All) Region: <u>AL</u> Agency: <u>ALL</u> Orgn: <u>ALL</u> Printer: <u>1</u> Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report list all travel expenses by agency, organization code, and object code (prints in landscape orientation).

This report will list the following data:

Orgn	Object
TA Number	Date
Name of Payee	Miles Traveled
Auto Expense	Airfare Expense
Other Amount	Lodging Expense
Meals Expense	Parking Expense
Tips Expense	Other Expenses
Total Expenses	Advance Amount
Reimbursement Amount	

This report will list totals separately for in state and out of state travel by orgn, object, agency, and grand totals.

Cross Travel Processing - Section 5
Reference Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
From Date	8	Unprotected. Designates the transaction date of the travel expense. Enter the dates for the time period to include in the report. Date format is MM/DD/YYYY.
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Detail/Summary	1	Unprotected. Limits report to a <i>S=Summary</i> , unless enter option <i>D=Detail</i> .
In/Out State	1	Unprotected. Limits report to <i>I=In State</i> or <i>O=Out of State</i> , unless enter option <i>A=ALL</i> .
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Orgn	3	Unprotected. Limits report to a specific orgn, unless enter option <i>A=ALL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Expense Summary Report By Agency, Orgn, and Object***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **15 - Expense Summary Processing Menu** and press **Enter**.
3. Enter Menu Selection **5 - Expense Summary By Agency / Orgn / Object** and press **Enter**.
4. Enter **From Date** and **Thru Date - mm/dd/yyyy**.
5. Enter **Fiscal Year**.
6. Enter **D or S** for Detail/Summary.
7. Enter **I, O, or A** for In/Out State or All.
8. Enter **Region**.
9. Enter **Agency**.
10. Enter **Orgn**.
11. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
12. Change **paper in printer** if necessary.
13. Press **F3 - Report**.
14. Verify Message **"Validation okay - Report - Selection Criteria ok? Y/N"**.
15. Enter **Y or N**.
16. If **Y** - Extraction Process will begin.
17. Verify Message **"Print Finished"**.

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.14.6 Expense Summary By Agency / Orgn / Individual

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ Expense Summary Report By Agency / Orgn / Individual +-----+			
From Date: <u>00/00/0000</u> Thru: <u>99/99/9999</u> Fiscal Year: <u>00</u> In/Out State: <u>A</u> (I=In State, O=Out of State, A=All) Region: <u>AL</u> Agency: <u>ALL</u> Orgn: <u>ALL</u> Printer: <u>1</u> Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report list all travel expenses by individual, agency, and organization code (prints in landscape orientation).

This report will list the following data:

Agency	Orgn
Name of Payee	TA Number
Date	Miles Traveled
Auto Expense	Airfare Expense
Other Amount	Lodging Expense
Meals Expense	Parking Expense
Tips Expense	Other Expenses
Total Expenses	Advance Amount
Reimbursement Amount	

This report will list totals separately for in state and out of state travel by agency, orgn, and grand totals.

Cross Travel Processing - Section 5
Reference Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
From Date	8	Unprotected. Designates the transaction date of the travel expense. Enter the dates for the time period to include in the report. Date format is MM/DD/YYYY.
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
In/Out State	1	Unprotected. Limits report to <i>I=In State</i> or <i>O=Out of State</i> , unless enter option <i>A=ALL</i> .
Region	2	Unprotected. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Orgn	3	Unprotected. Limits report to a specific orgn, unless enter option <i>A=ALL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Expense Summary Report By Agency, Orgn, and Individual***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **15 - Expense Summary Processing Menu** and press **Enter**.
3. Enter Menu Selection **6 - Expense Summary By Agency / Orgn / Individual** and press **Enter**.
4. Enter **From Date** and **Thru Date - mm/dd/yyyy**.
5. Enter **Fiscal Year**.
6. Enter **I, O, or A** for In/Out State or All.
7. Enter **Region**.
8. Enter **Agency**.
9. Enter **Orgn**.
10. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
11. Change **paper in printer** if necessary.
12. Press **F3 - Report**.
13. Verify Message **"Validation okay - Report - Selection Criteria ok? Y/N"**.
14. Enter **Y or N**.
15. If **Y** - Extraction Process will begin.
16. Verify Message **"Print Finished"**.

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.14.7 Other Expense Summary By Agency / Individual

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ <i>Other Expense Summary Report By Agency / Individual</i> +-----+			
Calendar Year: ____ Agency: ____ Printer: <u>1</u>			
Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This report list all expenses coded to the "other expense" category on a travel expense report (prints in portrait orientation).

This report will list the following data:

Agency	Name of Payee
TA Number	Date
SSN	Other Exp Amt.

This report will list totals by name, agency, and grand totals.

Cross Reference Travel Processing - Section 5
Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
Calendar Year	2	Unprotected. Limits report to a specific calendar year.
Agency	3	Unprotected. Limits report to a specific agency.
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Other Expense Summary By Agency and Individual***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **15 - Expense Summary Processing Menu** and press **Enter**.
3. Enter Menu Selection **8 - Other Expense Summary By Agency / Individual** and press **Enter**.
4. Enter **Calendar Year**.
5. Enter **Agency**.
6. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
7. Change **paper in printer** if necessary.
8. Press **F3 - Report**.
9. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
10. Enter **Y or N**.
11. If **Y** - Extraction Process will begin.
12. Verify Message "**Print Finished**".

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.14.8 Expense Summary For Expense Voucher By Agency / Orgn / Object

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ Expense Summary Expense Vouchers Report By Agency / Orgn / Object +-----+			
From Date: <u>00/00/0000</u> Thru: <u>99/99/9999</u> Fiscal Year: <u>00</u> Detail/Summary: <u>S</u> (D=Detail, S=Summary)			
Agency: <u>ALL</u> Orgn: <u>ALL</u> Objects: <u>ALL</u> _____ Printer: <u>1</u> _____			
Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This list all expense vouchers by agency, organization code, and object code (prints in landscape orientation).

This report will list the following data:

Agency	Orgn
Object	Expense Voucher Number
Date	Name
Amount	Check Number

This report will list totals by object, orgn, and agency.

Cross Reference Referenc & Set Up Processing - Section 3
Expense Vouchers - Section 7

<u>Field</u>	<u>Size</u>	<u>Description</u>
From Date	8	Unprotected. Designates the transaction date of the expense voucher. Enter the dates for the time period to include in the report. Date format is MM/DD/YYYY.
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .

<u>Field</u>	<u>Size</u>	<u>Description</u>
Detail/Summary	1	Unprotected. Limits report to a <i>S=Summary</i> , unless enter option <i>D=Detail</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Orgn	3	Unprotected. Limits report to a specific orgn, unless enter option <i>A=ALL</i>
Objects	3	Unprotected. Designates object codes to include in report, eight (8) different codes may be entered.
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Expense Summary Report of Expense Vouchers By Agency, Orgn, and Object***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **15 - Expense Summary Processing Menu** and press **Enter**.
3. Enter Menu Selection **10 - Expense Summary for Expense Vouchers By Agency / Orgn / Object** and press **Enter**.
4. Enter **From Date** and **Thru Date - mm/dd/yyyy**.
5. Enter **Fiscal Year**.
6. Enter **D or S** for Detail/Summary.
7. Enter **Agency**.
8. Enter **Orgn**.
9. Enter **Objects**
10. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
11. Change **paper in printer** if necessary.
12. Press **F3 - Report**.
13. Verify Message **"Validation okay - Report - Selection Criteria ok? Y/N"**.
14. Enter **Y or N**.
15. If **Y** - Extraction Process will begin.
16. Verify Message **"Print Finished"**.

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.14.9 Expense Summary For Check Request By Agency / Orgn / Object

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ Expense Summary Check Requests Report By Agency / Orgn / Object +-----+			
From Date: <u>00/00/0000</u> Thru: <u>99/99/9999</u> Fiscal Year: <u>00</u> Detail/Summary: <u>S</u> (D=Detail, S=Summary)			
Agency: <u>ALL</u> Orgn: <u>ALL</u> Objects: <u>ALL</u> _____ Printer: <u>1</u> _____			
Please put WIDE (132 Column) paper in Printer & make ready			
+-----+			
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print	

Purpose This list all special check requests by agency, organization code, and object code (prints in landscape orientation).

This report will list the following data:

Agency	Orgn
Object	Check Request Number
Date	Name
Amount	Check Number

This report will list totals by object, orgn, and agency.

Cross Reference Referenc & Set Up Processing - Section 3
Special Check Request - Section 6

<u>Field</u>	<u>Size</u>	<u>Description</u>
From Date	8	Unprotected. Designates the transaction date of the special check request. Enter the dates for the time period to include in the report. Date format is MM/DD/YYYY.
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .

<u>Field</u>	<u>Size</u>	<u>Description</u>
Detail/Summary	1	Unprotected. Limits report to a <i>S=Summary</i> , unless enter option <i>D=Detail</i> .
Agency	3	Unprotected. Limits report to a specific agency, unless enter option <i>ALL</i> .
Orgn	3	Unprotected. Limits report to a specific orgn, unless enter option <i>A=ALL</i>
Objects	3	Unprotected. Designates object codes to include in report, eight (8) different codes may be entered.
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create Expense Summary Report for Check Requests By Agency, Orgn, and Object***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **15 - Expense Summary Processing Menu** and press **Enter**.
3. Enter Menu Selection **11 - Expense Summary for Check Requests By Agency / Orgn / Object** and press **Enter**.
4. Enter **From Date** and **Thru Date - mm/dd/yyyy**.
5. Enter **Fiscal Year**.
6. Enter **D or S** for Detail/Summary.
7. Enter **Agency**.
8. Enter **Orgn**.
9. Enter **Objects**
10. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
11. Change **paper in printer** if necessary.
12. Press **F3 - Report**.
13. Verify Message **"Validation okay - Report - Selection Criteria ok? Y/N"**.
14. Enter **Y or N**.
15. If **Y** - Extraction Process will begin.
16. Verify Message **"Print Finished"**.

Helpful Hints

- ✓ If you are printing more than one report from this screen, be sure to exit this screen prior to entering in the new report selection criteria. If this is not done, the system may not pull all of the data requested for the report.

13.15 General Report Processing Menu 2

MASTER	Office of Statewide Information Systems	Tuesday	00/00/0000
+-----+ General Report Processing Menu 2 +-----+			
<ul style="list-style-type: none">1. Travel Exp. Agency VS Employee Agency2. Voided / Cancelled Check List3. Replacment Check List4. Travel Auth With New TA Number From Region Conversion5. Available TA Numbers Report6. Travel Special Meals Report			
Menu Selection ____			
+-----+			
Escape =Return Enter =Send			

This menu is used to select specialized reports including voided, canceled, or reissued checks.

13.15.1 Travel Exp. Agency VS Employee Agency

MASTER	Office of Statewide Information Systems	Wednesday 00/00/0000
+-----+ <div style="text-align: center;">Travel Exp. Agency VS Employee Agency</div> +-----+		
Fiscal Year: <u>AL</u> Region: <u>AL</u> Printer: <u>1</u>		
Please put WIDE (80 Column) paper in Printer & make ready		
+-----+		
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print

Purpose This report provides a list, by individual, of all charges made to agencies **other than** the individual's home agency (prints in portrait orientation). You may choose to print a particular fiscal year and/or a particular region.

This report will list the following data from the selected transactions:

TA Number	(Expense to) Agency Number
SSN	(Home) Agency Number
Region	Division

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4
Travel Processing - Section 5

<u>Field</u>	<u>Size</u>	<u>Description</u>
Fiscal Year	2	Unprotected. Optional. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Region	2	Unprotected. Optional. Limits report to a specific region, unless enter option <i>AL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create a Travel Expense Agency VS Employee Agency Report***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **16 - General Report Processing Menu 2** and press **Enter**.
3. Enter Menu Selection **1 - Travel Exp. Agency VS Employee Agency** and press **Enter**.
4. Enter **Fiscal Year**.
5. Enter **Region**.
6. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
7. Change **paper in printer** if necessary.
8. Press **F3 - Report**.
9. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
10. Enter **Y or N**.
11. If **Y** - Extraction Process will begin.
12. Verify Message "**Print Finished**".

13.15.2 Voided/Cancelled Check List

MASTER	Office of Statewide Information Systems	Wednesday 00/00/0000
+-----+ <i>Check History Void/Cancelled Check List</i> +-----+		
Bank Account: <u>00/00000</u> To: <u>99/99999</u>		
Void Date: <u>12/09/98</u> To: <u>12/31/99</u>		
Check No.: <u>0000000</u> To: <u>9999999</u>		
Printer: <u>1</u>		
Please put WIDE (132 Column) paper in Printer & make ready		
+-----+		
Escape=Return F3=Report		F9=Stop Print F10=Continue Print

Purpose This report provides a list of checks which have been voided or replaced (prints in landscape orientation).

This report will list the following data from the selected transactions:

Bank Account number	Date
Type of Check	SSN
Name	Check Number
Voucher/TA Number	Amount
Recon Status	

This report will list a grand total for check amounts.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4
Check History - Section 10

<u>Field</u>	<u>Size</u>	<u>Description</u>
Bank Account	7	Unprotected. Optional. Enter range of bank account numbers or enter same bank account number in both fields if only one bank account number is desired.
Void Date	6	Unprotected. Optional. Enter range of void dates or enter same void date in both fields if only one void date is desired. Date format is MM/DD/YY.
Check No.	7	Unprotected. Optional. Enter range of check numbers or enter same check number in both fields if only one check number is desired.
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create a Voided/Canceled Checks Agency Report***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **16 - General Report Processing Menu 2** and press **Enter**.
3. Enter Menu Selection **2 - Voided / Cancelled Check List** and press **Enter**.
4. Enter **Bank Account # From** and **To**.
5. Enter **Void Date From** and **To - mm/dd/yy**.
6. Enter **Check Number From** and **To**.
7. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
8. Change **paper in printer** if necessary.
9. Press **F3 - Report**.
10. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
11. Enter **Y or N**.
12. If **Y** - Extraction Process will begin.
13. Verify Message "**Print Finished**".

Helpful Hints

- ✓ This report is based on the date the check(s) are voided/canceled, **not** the date the check was issued.

13.15.3 Replacement Check List

MASTER	Office of Statewide Information Systems	Wednesday 00/00/0000
<i>Check History Replacement Check List</i>		
Bank Account: <u>00/00000</u> To: <u>99/99999</u>		
Void Date: <u>12/09/98</u> To: <u>12/31/99</u>		
Check No.: <u>0000000</u> To: <u>9999999</u>		
Printer: <u>1</u>		
Please put WIDE (132 Column) paper in Printer & make ready		
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print

Purpose This report provides a list of checks which have been replaced, i.e., checks with Bank Recon status = "R" (prints in landscape orientation).

This report will list the following data from the selected transactions:

Bank Account	Date
Type of Check	SSN
Name	Check Number
Voucher/TA Number	Amount
Old Check Number	Orig(inal check) Date

This report will list a grand total for check amounts

Cross Reference Reference & Set Up Processing - Section 3
 SSN & FEIN Maintenance - Section 4
 Check History - Section 10

<u>Field</u>	<u>Size</u>	<u>Description</u>
Bank Account	7	Unprotected. Optional. Enter range of bank account numbers or enter same bank account number in both fields if only one bank account number is desired.
Void Date	6	Unprotected. Optional. Enter range of void dates or enter same void date in both fields if only one void date is desired. Date format is MM/DD/YY.
Check No.	7	Unprotected. Optional. Enter range of check numbers or enter same check number in both fields if only one check number is desired.
Printer	1	Unprotected. Designates which printer is selected to print this report.

*How To:***➔ *Create a Check History Replacement Check List Report***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **16 - General Report Processing Menu 2** and press **Enter**.
3. Enter Menu Selection **3 - Replacment Check List** and press **Enter**.
4. Enter **Bank Account # From** and **To**.
5. Enter **Void Date From** and **To Date - mm/dd/yy**.
6. Enter **Check Number From** and **To**.
7. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
8. Change **paper in printer** if necessary.
9. Press **F3 - Report**.
10. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
11. Enter **Y or N**.
12. If **Y** - Extraction Process will begin.
13. Verify Message "**Print Finished**".

13.15.4 Travel Auth With New TA Number From Region Conversion

MASTER	Office of Statewide Information Systems	Wednesday 00/00/0000
+-----+ <div style="text-align: center;"><i>Travel Auth With New TA# Report</i></div> +-----+		
Fiscal Year: <u>AL</u> Region: <u>AL</u> Agency: <u>ALL</u> Printer: <u>1</u>		
Please put WIDE (132 Column) paper in Printer & make ready		
+-----+		
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print

Purpose If the "Update File with New ORGN, REGION" process has been run, this report provides a list of Travel Authorization numbers which have been assigned new TA Numbers from this Region Conversion option (prints in portrait orientation).

This report will list the following data from the selected transactions:

TA Number

Cross Reference Reference & Set Up Processing - Section 3
Travel Processing - Section 5

<u>Field</u>	<u>Size</u>	<u>Description</u>
Fiscal Year	2	Unprotected. Optional. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Region	2	Unprotected. Optional. Limits report to a specific region, unless enter option <i>AL</i> .
Agency	3	Unprotected. Optional. Limits report to a specific agency, unless enter option <i>ALL</i> .
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**→ *Create a Travel Authorization Report With New TA# From Region Conversion***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **16 - General Report Processing Menu 2** and press **Enter**.
3. Enter Menu Selection **4 - Travel Auth With New TA Number From Region Conversion** and press **Enter**.
4. Enter **Fiscal Year**.
5. Enter **Region**.
6. Enter **Agency**.
7. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
8. Change **paper in printer** if necessary.
9. Press **F3 - Report**.
10. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
11. Enter **Y or N**.
12. If **Y** - Extraction Process will begin.
13. Verify Message "**Print Finished**".

Helpful Hints

- ✓ This is only necessary if a new orgn or region is established after the annual TA numbers have been issued.

13.15.5 Available TA Numbers Report

MASTER	Office of Statewide Information Systems	Wednesday 00/00/0000
<i>Travel Auth With New TA# Report</i>		
Fiscal Year: __		
Printer: <u>1</u>		
Please put NARROW (80 Column) paper in Printer & make ready		
Escape =Return F3 =Report F9 =Stop Print F10 =Continue Print		

Purpose This report provides a list of available travel authorization numbers to be used if you are not using the automatic numbering facility (prints in portrait orientation).

This report will list the following data from the selected transactions:

Available TA Number

Cross Reference Reference & Set Up Processing - Section 3
Travel processing - Section 5

<u>Field</u>	<u>Size</u>	<u>Description</u>
Fiscal Year	2	Unprotected. Required. Limits report to a specific fiscal year.
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create an Available TA# For Fiscal Year Report***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **16 - General Report Processing Menu 2** and press **Enter**.
3. Enter Menu Selection **5 - Available TA Numbers Report** and press **Enter**.
4. Enter **Fiscal Year**.
5. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
6. Change **paper in printer** if necessary.
7. Press **F3 - Report**.
8. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
9. Enter **Y or N**.
10. If **Y** - Extraction Process will begin.
11. Verify Message "**Print Finished**".

Helpful Hints

- ✓ It is recommended that you allow the system to assign the TA numbers.

13.15.6 Travel Special Meals Report

MASTER	Office of Statewide Information Systems	Wednesday 00/00/0000
+-----+ <div style="text-align: center;"><i>Travel Special Meals Repory By Agency</i></div> +-----+		
Fiscal Year: <u>AL</u> Detail/Summary: <u>S</u> (D=Detail, S=Summary)		
In/Out State: <u>A</u> (I=In State, O=Out of State, A=All)		
Agency: <u>ALL</u>		
From Date: <u>01/01/91</u> Thru Date: <u>12/31/99</u>		
Printer: <u>1</u>		
Please put WIDE (132 Column) paper in Printer & make ready		
+-----+		
Escape =Return F3 =Report		F9 =Stop Print F10 =Continue Print

Purpose This report provides a list of special meals reported on travel expense records (prints in landscape orientation).

This report will list the following data from the selected transactions:

TA Number	Date
Meal Number	Meal Date
SSN	Food Expense
Alcohol Expense	Other Expense
Total Expense	

This report will list totals separately for in state travel and out of state travel by name, agency, and fiscal year.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4
Travel Processing - Section 5

<u>Field</u>	<u>Size</u>	<u>Description</u>
Fiscal Year	2	Unprotected. Limits report to a specific fiscal year, unless enter option <i>AL</i> .
Detail/Summary	1	Unprotected. Indicates report is to be <i>S=Summary</i> , unless enter option <i>D=Detail</i> .
In/Out State	1	Unprotected. Limits report to <i>I=In State</i> or <i>O=Out of State</i> , unless enter option <i>A=ALL</i> .
Agency	3	Unprotected. Optional. Limits report to a specific agency, unless enter option <i>ALL</i> .
From Date	6	Unprotected. Designates the date the expense for the meals was incurred. Enter the dates for the time period to include in the report. Date format is MM/DD/YY.
Printer	1	Unprotected. Designates which printer is selected to print this report.

How To:**➔ *Create a Travel Special Meals Report By Agency***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **16 - General Report Processing Menu 2** and press **Enter**.
3. Enter Menu Selection **6 - Travel Special Meals Report** and press **Enter**.
4. Enter **Fiscal Year**.
5. Enter **D or S** for Detail/Summary.
6. Enter **I, O, or A** for In/Out State or All.
7. Enter **Agency**.
8. Enter **From Date** and **Thru Date - mm/dd/yy**.
9. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
10. Change **paper in printer** if necessary.
11. Press **F3 - Report**.
12. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
13. Enter **Y or N**.
14. If **Y** - Extraction Process will begin.
15. Verify Message "**Print Finished**".

13.16 Important Process Tracking

MASTER	Office of Statewide Information Systems	Wednesday 00/00/0000
+-----+-----+-----+		
<i>Important Process Tracking Menu</i>		
+-----+-----+-----+		
1. Important Process Tracking Screen List		
2. Important Process Tracking Report		
10. Important Process Tracking Purge		
Menu Selection ____		
+-----+-----+-----+		
Escape =Return Enter =Send		

This menu selection is used only to view, report, and purge important process tracking

13.16.1 Important Process Tracking Screen List

MASTER

Office of Statewide Information Systems

Wednesday 00/00/0000

Important Process Tracking Screen List

Date:12/01/1998 Time:144927 Userid:MASTER

Date	Time	User Id	Description	Start/Finished
11/19/1998	15:20:13	MASTER	Database Load	F
11/19/1998	17:04:52	JOHN	Change Hold/Pay By Agency	S
11/19/1998	17:05:34	JOHN	Change Hold/Pay By Agency	F
11/19/1998	17:20:30	JOHN	Change Hold/Pay By Agency	S
11/19/1998	17:20:32	JOHN	Change Hold/Pay By Agency	F
11/19/1998	17:20:49	JOHN	Change Hold/Pay By Agency	S
11/19/1998	17:20:51	JOHN	Change Hold/Pay By Agency	F
11/19/1998	17:21:41	JOHN	Change Hold/Pay By Agency	S
11/19/1998	17:23:05	JOHN	Change Hold/Pay By Agency	F
11/25/1998	09:57:03	MASTER	Database Save	S
11/25/1998	13:43:07	SAI	Database Load	F
12/01/1998	14:17:47	MASTER	Payroll Payable Purge	S
12/01/1998	14:18:09	MASTER	Payroll Payable Purge	F
12/01/1998	14:49:26	MASTER	DOR Report & Post Reload	S
12/01/1998	14:49:27	MASTER	DOR Report & Post Reload	F

Escape=Return F2=Clear F3=Read F5=Read Prev

Read 97 1/0 At End

Purpose Provides a screen list of all important processes which have taken place since last purge.

Cross Reference Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Unprotected. Optional. If left blank, the system will list proceses starting with the oldest process performed. If entered, the system will list processes starting with the one specified.
Time	6	Unprotected. Optional. If left blank, the system will list processes starting with the oldest process performed. If entered, the system will list processes starting with the time specified.
Userid	10	Unprotected. Optional. If left blank, the system will list processes starting with the oldest process performed. If entered, the system will list processes starting with the userid specified.
Date	8	Protected. Displays date of activity. Date format is MM/DD/YYYY.
Time	6	Protected. Displays time of activity.

<u>Field</u>	<u>Size</u>	<u>Description</u>
User Id	10	Protected. Displays userid which performed the activity.
Description	30	Protected. Displays activity performed.
Start/Finished	1	Protected. Displays status of activity <i>S=Started, F=Finished</i> .

How To:**➔ *Create an Important Process Tracking Screen List.***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **17 - Important Process Tracking Menu** and press **Enter**.
3. Enter Menu Selection **1 - Important Process Tracking Screen List** and press **Enter**.
4. Enter **Date - mm/dd/yyyy**.
5. Enter **Time**.
6. Enter **Userid**.
7. Press **F3 - Read**.
8. Verify message at bottom of screen **"Read: Successful"**.

Helpful Hints

- ✓ Older activity should be purged periodically using the Important Process Tracking Purge option.

13.16.2 Important Process Tracking Report

MASTER	Office of Statewide Information Systems	Wednesday 00/00/0000
Important Process Track Report		
Date: <u>00/00/0000</u> Thru: <u>99/99/9999</u>		
Printer: <u>1</u>		
Please put WIDE (80 Column) paper in Printer & make ready		
Escape =Return F3 =Report F9 =Stop Print F10 =Continue Print		

Purpose This report provides a list of Important Processes performed (prints in portrait orientation).

This report will list the following data from the selected transactions:

Date	Time
Description	Userid
Start/Finish	

Cross Reference Reference & Set Up Processing - Section 3

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date/Thru	8	Unprotected. Designates the dates the functions were performed. Enter the dates for the time period to include in the report. Date format is MM/DD/YYYY.
Printer	1	Unprotected. Designates which printer is selected to print this report.

*How To:***➔ *Create an Important Process Tracking Report***

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **17 - General Report Processing Menu 2** and press **Enter**.
3. Enter Menu Selection **2 - Important Process Tracking Report** and press **Enter**.
4. Enter **Date From** and **Thru Date - mm/dd/yyyy**.
5. Change **Printer default** if necessary - See System Default Maintenance Section 3-2.
6. Change **paper in printer** if necessary.
7. Press **F3 - Report**.
8. Verify Message "**Validation okay - Report - Selection Criteria ok? Y/N**".
9. Enter **Y or N**.
10. If **Y** - Extraction Process will begin.
11. Verify Message "**Print Finished**".

13.16.3 Important Process Tracking Purge

```

MASTER      Office of Statewide Information Systems      Wednesday 00/00/0000
+-----+
+               Purge Important Process Track Records               +
+-----+
Thru Date:  00/00/0000
+-----+
Escape=Return  F3=Purge                                F9=Stop Print  F10=Continue Print

```

Purpose This screen is used to execute the purge of older special process tracking records.

Cross Reference

<u>Field</u>	<u>Size</u>	<u>Description</u>
Thru Date	8	Unprotected. Designates the date the functions were performed. Enter the date through which you wish to purge special process tracking records. Date format is MM/DD/YYYY.

*How To:***➔ *Purge Important Process Tracking Records***

Only a person with Master authorization can perform a purge function.

From Travel Management System Main Menu

1. Enter Menu Selection **5 - Report Processing** and press **Enter**.
2. Enter Menu Selection **17 - General Report Processing Menu 2** and press **Enter**.
3. Enter Menu Selection **10 - Important Process Tracking Purge** and press **Enter**.
4. Enter **Date - mm/dd/yyyy**.
5. Press **F3 - Purge**.
6. Verify message **"Validation okay - Purge - Selection Criteria ok? Y/N"**.
7. Enter **Y or N**.
8. If **Y**, the purge will begin.
9. Verify message **"Purge Finished"**.